

LIBRARIAN I

PURPOSE AND NATURE OF WORK

Positions in this class involve professional-level work in a specialized library function. Incumbents are responsible for planning children's story times, selecting materials, and assisting children and adults with reference questions, and maintaining electronic resources. These positions work independently, report to a higher level Librarian, and are not supervisory.

ILLUSTRATIVE EXAMPLES OF WORK (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Plans, prepares and conducts all children's storytimes, and assists with special programs. Answers reference questions and assists users in the use of library materials and catalogs. Prepares bibliographies of materials, and recommends reading material to children of different ages. Schedules and conducts tours of school groups, and visits schools to promote library programs.

Staffs reference desk, assists library patrons in using library resources and finding information in the collections and via the Internet. Provides general reader's advisory service. Participates in collection development and other departmental projects.

Performs related work as required.

NECESSARY KNOWLEDGE, ABILITIES, AND SKILLS

Knowledge of library science principles and philosophy of service, procedures and technology.

Knowledge of reference tools and bibliographic sources.

Knowledge of informational databases.

Ability to communicate effectively, both orally and in writing, to children and adults.

Ability to maintain effective working relationships with subordinates, colleagues and the public.

DESIRABLE TRAINING AND EXPERIENCE

Master's degree from an ALA-accredited Library and Information Science school; or any equivalent combination of training and experience.